

UNITED STATES GOVERNMENT

Memorandum

ADMINISTRATIVE

INTERNAL USE ONLY

Approved For Release 2003/05/14 : CIA-RDP79-01578A000200080032-6

TO : OC Equipment Board Members

DATE: 19 January 1977

STAT FROM :
OC Equipment Board Secretary

SUBJECT: Project Briefings

1. The Chairman of the OC Equipment Board has requested that each Board meeting include a briefing on an on-going project or activity, similar to the AFT Briefing on 11 January 1977. The intent is to keep all Board members fully briefed on the various OC projects and activities.

2. The Board Secretary will contact the Board Members at least two weeks prior to the monthly Board meeting requesting a briefing on one of their group's activities or projects. The length of each briefing should be kept between 15 to 20 minutes.

STAT

Distribution:

- 1 - DD/CO
- 1 - C/OC-O
- 1 - C/OC-E
- 1 - C/OC-S
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- 1 - Board Secretary



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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan